



Search Reference (for internal use only):

Local Search Request Form

Box A

Send to: Local Land Charges, Flintshire County Council, County Hall, Mold, CH7 6NF
Telephone: 01352 702333/4/5 E-mail: land.charges@flintshire.gov.uk

Box B

Property Address (include road name, if applicable, and postcode):

N.B please attach a clear plan outlining the area to be searched against)

Box C

Other Roadways, Footpaths and Footways:

N.B clearly name or mark up on a plan any that you require in response to CON29 Enquiries 2.1 & 3.6 (maximum 3 roads). Any roads not named are invalid for the purposes of identification.

Type of Search Required (please ✓)		Optional Enquires (please ✓ if required):							
LLC1 Only (£6)	<input type="checkbox"/>	Q4	<input type="checkbox"/>	Q9	<input type="checkbox"/>	Q14	<input type="checkbox"/>	Q19	<input type="checkbox"/>
CON29 Only (£120) incl VAT)	<input type="checkbox"/>	Q5	<input type="checkbox"/>	Q10	<input type="checkbox"/>	Q15	<input type="checkbox"/>	Q20	<input type="checkbox"/>
CON29O Only (£12) incl VAT per Optional)	<input type="checkbox"/>	Q6	<input type="checkbox"/>	Q11	<input type="checkbox"/>	Q16	<input type="checkbox"/>	Q21	<input type="checkbox"/>
LLC1 + CON29 (£126) incl VAT)	<input type="checkbox"/>	Q7	<input type="checkbox"/>	Q12	<input type="checkbox"/>	Q17	<input type="checkbox"/>	Q22	<input type="checkbox"/>
Expedited fee 2 working days (£30) incl VAT)	<input type="checkbox"/>	Q8	<input type="checkbox"/>	Q13	<input type="checkbox"/>	Q18	<input type="checkbox"/>		
LLC1 + CON29 + Optionals (£126 + £12) incl VAT for each Optional)	<input type="checkbox"/>								
Your Own Questions (£25.20) incl VAT each)	<input type="checkbox"/>	(please attach a separate letter listing these)							

Box D

I undertake to pay Fees of £
By Cheque Credit/Debit Card BACS*
(tick one option only)

Signed

On behalf of

N.B search will only be processed upon receipt of payment.

Box E

Please reply to:

Company Name

Contact Name

Applicant Ref

Date

Telephone No

Email

Postal Address

Please indicate preferred return method: (tick one option only)

Email Fax Post

For Internal use only:

* Please contact Land Charges for bank details

Please complete and submit this form by either post (with required fee) or by email (see Land Charges Service Guide for further details)

Land Charges Privacy Notice

Your personal data will be processed by Flintshire County Council for the purpose of providing a Local Land Charges service. We use the information that you have given us in order to

- register and return your search request.
- Inspect the local land charges register
- Enter local land charge registrations in the local land charge register
- Process enquiries relating to Local Land Charge matters

This function is known as a public task and is a Statutory Duty as set out in the Local Land Charges Act 1975 and the Local Land Charges Rules 1977.

We may share your information with internal colleagues who hold information that will be required to complete your search request.

The details of your search request will be retained for 15 years. Our local land charges registers are held as a permanent record.

If you feel that Flintshire County Council has mishandled your personal data at any time you can make a complaint to the Information Commissioner's Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights please see our privacy notice on our website:

<http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>